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# Example of HR Manager Job Description

Our company is growing rapidly and is looking for a HR manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for HR manager

* Coach and develop to resolve all performance and other employee relations issues, including conducting investigations and partnering with Legal when necessary
* Ensure compliance with relevant employment legislation and company policy
* Drive workforce planning to ensure people needs are identified and addressed
* Manage the talent pipeline and retention in conjunction with business management
* Analyse, challenge and monitor organisation performance
* Support culture change while taking direction from the business leadership
* Diagnose organisational improvement opportunities and design solutions
* Provide robust advice, challenge and coaching to business leadership
* Ensure that new hires / appointees are fully supported in the on-boarding process
* Ensure all managers are trained in and utilising good people management skills

## Qualifications for HR manager

* Bachelor's degree in business, Human Resources, education or related field required
* Support management in implementing a positive industrial relations culture across the business
* Design and implement HR policies and procedures to ensure a best in class HR service
* Ensure compliance with national employment legislation and company policy
* Ensure all aspects of HR administration are implemented and fully fit for purpose
* Remain confident when dealing with negative situations, convince others to have ideas and create new options, encouraging and enthusing them to come up with imaginative solutions to difficult problems